

Supporting Documentation Submission Order

PLEASE PUT SUPPORTING DOCUMENTS IN THE APPLICATION PACKAGE IN THE FOLLOWING ORDER:

1. IRS Determination Letter
2. Legal Description of the Property
3. Site Control Documentation
4. Consolidated Plan Consistency Letter
5. Letters of Funding Commitments From all Sources
6. Letters from Service Providers (only for 30% AMI units)
7. Letters of Local Government Commitment
8. Environmental Studies (Phase I, Lead Based Paint & Asbestos)
9. Flood Plain Map
10. Appraisal (or data on comparables)
11. Relocation: General Notice to Tenants
12. Relocation: Current Resident's Incomes
13. Board Resolution Authorizing Application
14. Most Recent Audit
15. Copy of Tax Credit Application Form
16. Architectural Drawings and/or Photographs
17. Market Study/Needs Assessment
18. Construction Cost Estimates
19. Staff Allocation Plan
20. Citizen Participation Plan (CDBG funds only)